

~~CONFIDENTIAL~~

OTE 86-1015

25 April 1986

MEMORANDUM FOR: Director of Information Technology

FROM:

Director of Training and Education

SUBJECT: OTE Requirements for ADP Support

1. It is clear that OTE badly needs additional data processing and telecommunications capability.

2. Currently, we have five classrooms of Delta Data terminals, but these are being used to full capacity for computer skills training. We must now, however, integrate data processing into our analyst training program. We simply cannot fall behind the Intelligence Directorate as it brings SAFE on line. Moreover, in the coming year or so we will increasingly need to integrate computers in our training of budget officers, COTRs, and secretaries. The time for doing this is long overdue.

3. OTE must automate its training support functions. Class scheduling and student registration, for example, must be automated as quickly as possible if we hope to stay up with the ever-increasing demand. I am sorry to report that we are woefully behind where we should be in making use of computers to operate more effectively and efficiently.

4. To accomplish these goals, we need your support. Our specific requirements are summarized in the following table:

--

~~CONFIDENTIAL~~

CONFIDENTIAL

SUBJECT: OTE Requirements for ADP Support

25X1

25X1

25X1

25X1

6. Although we have shown the requirements starting with FY87, our need is now; this is particularly true for [] CofC, and the Learning Center in the current Headquarters building. We are very interested in discussing what can be done, if anything, in FY86. My contact point for this matter is []

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: OTE Requirements for ADP Support

25X1 OTE/[] (25 April 1986)

DISTRIBUTION:

Orig - Addressee

1 - D/OTE Chrono

1 - EXO/OTE

1 - ADC/OTE

1 - OTE ADP Control Officer

1 - C/TSD/OTE

1 - C/AD/OTE

1 - C/CTD/OTE

1 - C/ISTD/OTE

1 - C/LDD/OTE

1 - C/LTD/OTE

1 - C/SACTD/OTE

1 - C/WOTD/OTE

25X1 1 - []

1 - C/IT

CONFIDENTIAL